Canadian Heritage | Patrimoine canadien

Canada

Access to Information Act

Annual Report 2011-2012

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Access to Information Act

ANNUAL REPORT
(April 1, 2011 to March 31, 2012)

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Access to Information Act

ANNUAL REPORT
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1.0 Introduction

Canadian Heritage is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* for fiscal year April 1, 2011 to March 31, 2012. Section 72 of the *Act* requires that the head of every federal government institution submit an annual report to Parliament on the administration of the *Act* during the fiscal year.

The purpose of the *Access to Information Act* is to provide a right of access to information in records under the control of a government institution. It maintains that government information should be available to the public; that necessary exceptions to the right of access should be limited and specific; and that decisions on the disclosure of government information should be reviewed independently of government.

Canadian Heritage is fully committed to both the spirit and the intent of the *Access to Information Act* to ensure openness and transparency within the Department. The information contained in this report provides an overview of the activities of the Department in implementing the *Act*.

2.0 Mandate of Canadian Heritage

The Department of Canadian Heritage and Canada's major national cultural institutions play a vital role in the cultural, civic and economic life of Canadians. We work together to support culture, the arts, heritage, official languages, citizenship and participation, in addition to Aboriginal, youth, and sport initiatives.

The Department of Canadian Heritage is responsible for programs and policies that help all Canadians participate in their shared cultural and civic life. The Department's legislative mandate is set out in the *Department of Canadian Heritage Act* and other statutes for which the Minister of Canadian Heritage and Official Languages is responsible and presents a wide-ranging list of responsibilities for the Minister under the heading of "Canadian identity and values, cultural development, and heritage."

The Department oversees numerous statutes, namely the *Broadcasting Act*, the *Copyright Act* and the *Investment Canada Act* (the latter two acts shared with Industry Canada), the *Official Languages Act* (Part VII), the *Museums Act*, the *Cultural Property Export and Import Act*, the *Status of the Artist Act*, and the *Physical Activity and Sport Act* (shared with Health Canada).

The Department of Canadian Heritage is specifically responsible for formulating and implementing cultural policies related to copyright, foreign investment and broadcasting, as well as policies related to arts, culture, heritage, official languages, sport, state ceremonial and protocol, and Canadian symbols. The Department's main program activities are delivered through funding of community and third-party organizations to promote the benefits of culture, identity, and sport for Canadians.

The Minister of Canadian Heritage and Official Languages is responsible for the Department and is assisted by the Minister of State for Sport. The Canadian Heritage Portfolio consist of the Department, including two special operating agencies, the Canadian Conservation Institute and the Canadian Heritage Information Network, as well as four departmental agencies, ten Crown corporations and one administrative tribunal. The Canadian Heritage Portfolio also includes four organizations active in human resources which report to Parliament through the Minister.

3.0 The Access to Information and Privacy Secretariat

The Access to Information and Privacy (ATIP) Secretariat is responsible for administering the *Access to Information Act* within Canadian Heritage. Its mandate is to act on behalf of the Minister of Canadian Heritage in ensuring compliance with legislation, regulations and government policy and to create departmental directives, including standards, in all matters relating to the *Act*. The powers, duties and functions of the administration of the *Access to Information Act* have been fully delegated by the Minister to the Director of the Access to Information and Privacy Secretariat.

During the reporting period, the Secretariat consisted of the following positions: Director, Deputy Director, six analysts, one project manager and two administrative support staff. In the departmental organizational structure, the ATIP Secretariat reports to the Corporate Secretary for Canadian Heritage.

The activities of the Access to Information and Privacy Secretariat include:

- receiving and processing requests in accordance with the *Act*;
- promoting awareness of the *Act* within the Department;
- preparing the annual report to Parliament, the annual statistical report and maintaining the Department's *Info Source* chapter;
- monitoring departmental compliance with the *Act*; and
- providing professional advice and guidance to senior management and all departmental staff on the *Act*.

The ATIP Secretariat is continuously looking for new ways to streamline the processing of requests. This reporting period, the *Access to Information Act* delegation order (Appendix 1.0) has been amended. This new delegation order designates the Deputy Director to exercise certain powers and functions. As a result, the affected administrative processes have been made more efficient.

4.0 Administration of Requests under the *Access to Information Act*

4.1 Access Requests

The ATIP Secretariat received a total of 262 requests during the reporting period of April 1, 2011 to March 31, 2012. Ninety five requests were carried over from the previous reporting period for a total of 357 active requests. See Appendix 2.0 for the Statistical Report on the *Access to Information Act*.

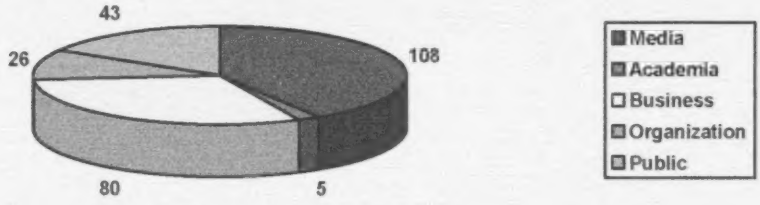
The requests for information received by Canadian Heritage cover a wide range of topics, however, as in previous years, certain subjects tend to predominate. For this reporting period, the most frequently requested information related to the Royal Visits and the Diamond Jubilee of Her Majesty Queen Elizabeth II. Information pertaining to international sport was often requested. Other information sought pertained to museum funding and planning of major events.

Requests were also made for information related to the grants and contributions process, including the criteria for determining funding and evaluations of requests for funding. As is common across most government departments, Canadian Heritage received requests for briefing notes to the Minister and Question Period card information. A number of routine requests were also received including requests for call ups for temporary help services, contract proposals evaluations and deliverables.

As required by the Treasury Board Secretariat this reporting period, institutions were required to post lists of completed access to information requests on their website. The goal is to enable the public to make informal requests for records that were previously released. Starting July 2011, Canadian Heritage complied with this requirement. The impact of this public posting on daily activities was greater than anticipated. In the nine months of this reporting period that postings were made, the ATIP Secretariat received 38 informal requests.

4.2 Applicant Sources

Of the requests that were received this reporting period, the majority of Canadian Heritage's client base under the *Access to Information Act* consists of the media and businesses. The remaining requests were from the public, other organizations, and academia. In comparison with the last reporting period, statistics show a 54% increase of requests from businesses and a decrease of 27% from the public.

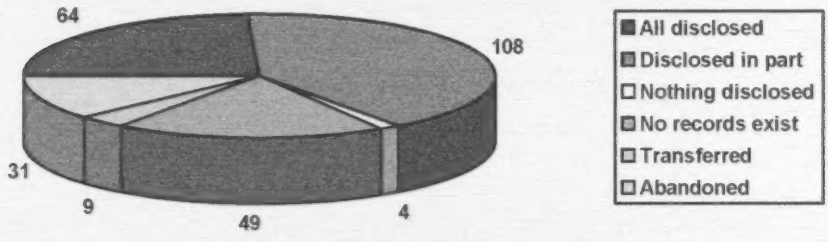


4.3 Extensions

Requests can be extended beyond the 30-day statutory time frame in three circumstances. This reporting period, extensions were taken in 117 cases. In 10 cases, the department required a 30-day time extension to allow for document searching or consultation with other federal institutions. In 107 cases, an extension of over 30 days was required, including 11 for searching, 61 for consultation and 35 for consultation with third parties. Instances where extensions were taken have declined in all circumstances and, as a result, have decreased by 9% overall in comparison with the last reporting period.

4.4 Completed Requests

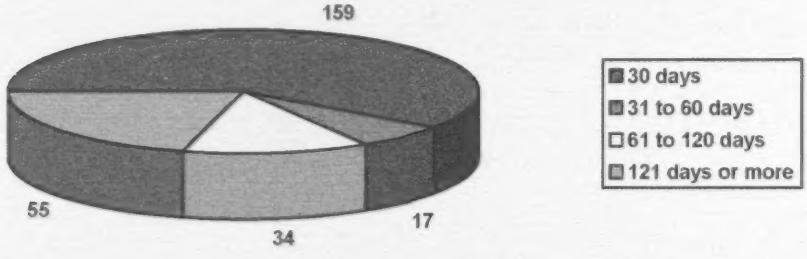
Two hundred and sixty-five requests were completed by the end of March 2012. The majority of requests completed resulted in either a full disclosure of information (64 requests) or partial disclosure of information (108 requests). Information was exempted or excluded entirely in four requests. The department had no records for 49 requests. Forty requests were either transferred to other federal institutions or were abandoned by the applicants.



Of the 203 requests received and closed this reporting period, 99% were completed within the statutory timeframe. While trying to ensure that new requests were completed on time, the ATIP Secretariat continued to make a concerted effort to complete outstanding files. Of the files that were in a deemed refusal status on April 1, 2011, 22 were completed within the reporting period.

The 265 completed requests were processed in the following timeframes:

- 159 requests completed within 30 days (60%)
- 17 requests completed within 31 to 60 days (6.4%)
- 34 requests completed within 61 to 120 days (12.8%)
- 55 requests completed within 121 or more days (20.8%)



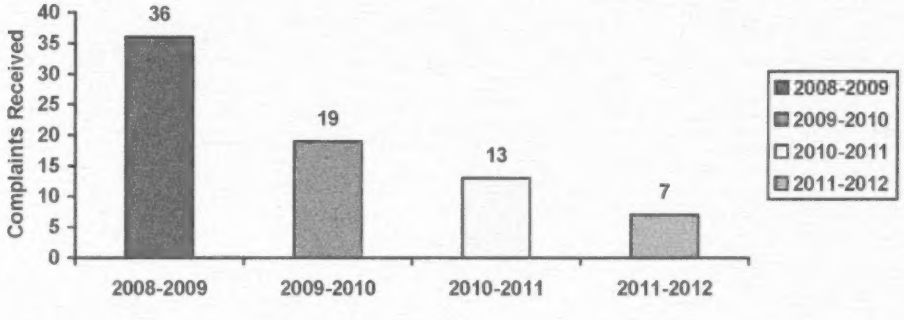
4.5 Exemptions / Exclusions

The *Access to Information Act* does not apply to certain materials. The legislation allows for these materials to be excluded from the processing of a request. This reporting period, exclusions were applied in 36 requests. Section 69(1) (confidences of the Queen's Privy Council for Canada) was applied in 30 requests and section 68(a) (published material) was applied in 10 requests.

Additionally, the *Access to Information Act* sets out specific exceptions to the right of access. These exceptions are known as exemptions. Each exemption is intended to protect information relating to a particular public or private interest and form the only basis for refusing access to government information under the *Access to Information Act*. Of the 265 requests completed, exemptions to withhold information were invoked in 110 requests. The exemptions most commonly applied by the Department were: section 19(1), (records containing personal information), applied in 87 requests; section 21(1) (information relating to the internal decision-making processes of government) invoked in 64 requests; and section 20(1) (records containing third-party business information) which was invoked in 34 requests.

4.6 Complaints and Investigations

Seven complaints regarding the processing of access to information requests were filed with the Office of the Information Commissioner of Canada against Canadian Heritage in the fiscal year. The complaint rate has decreased by 80% in the last four years, from 36 complaints received in 2008-2009 to 7 in 2011-2012. The reasons for the 7 complaints are: length of extensions (2), no records existed (1) and application of exemptions (4).



The Office of the Information Commissioner also completed their investigation into eight complaints on Canadian Heritage. Their findings concluded that three complaints were not well founded, three complaints were discontinued as they were either withdrawn or abandoned by the applicant and two complaints were deemed to be well founded and resolved. The two well founded complaints involved exempted information.

4.7 Federal Court Cases

An application, filed with the Federal Court (T-1249-08) by Reader's Digest Magazines Limited, which was made in regard to the decision of Canadian Heritage to disclose particular records containing third party information belonging to Reader's Digest Magazines Limited, is ongoing.

4.8 Consultations

To assist other institutions in processing their requests, the ATIP Secretariat reviews and provides recommendations on the disclosure of records that concern Canadian Heritage. During the reporting period, the ATIP Secretariat received a total of 141 consultation requests from other federal institutions and other governments. More than half of the consultations received were from 3 departments; the Privy Council Office (52 requests), Treasury Board Secretariat (14 requests) and Canadian Security Intelligence Service (11 requests).

The remaining consultations were from other federal departments and agencies, and provincial governments.

4.9 Fees and Costs

Under the legislation, fees for application and reproduction of a record can be charged. During the reporting period, total fees collected were $1,865. Of this amount, $1,275 was for application fees, and $590 for search. The policy at Canadian Heritage is to waive reproduction and search fees that are under $25. It is also our policy to waive the fees for overdue requests.

A continuing trend, that became evident in the 2010-2011 fiscal year, was that more applicants were requesting to receive copies of the requested records on compact disks rather than receive them as photocopies. Reproduction fees can be charged for photocopies but no fees are charged for compact disks as they are not stipulated in the legislation. Of the 265 requests completed this reporting period, no reproduction fees were collected.

The ATIP Secretariat incurred $721,496 in salary costs and $73,089 in administrative costs to administer the *Access to Information Act*. During the fiscal year, the Secretariat succeeded in staffing the vacant positions as a result of employee turnover.

5.0 Education and Training Activities

To increase the knowledge and understanding of the *Access to Information Act* across the department, training and awareness sessions were delivered to departmental employees. These sessions provided basic information on the purpose and provisions of the *Access to Information Act*, as well as the roles and responsibilities of departmental employees and the ATIP Secretariat.

The ATIP Secretariat had concentrated on marketing awareness services through existing departmental initiatives. This reporting period, Access to Information was included in the Departmental Learning Priorities. This identifies Access to Information as a consideration in the development of employee and manager learning plans. Information sessions continued to be provided to new departmental staff and managers through the Canadian Heritage orientation program. This program provides an introduction to the key aspects of the Department including who and what we are and how we get things done. For sessions requested by branches, information was tailored to meet the specific needs of the branch concerned.

It is a challenge to find innovative ways to promote awareness. This reporting period, the ATIP Secretariat succeeded in connecting with 35 employees with a Halloween open house. Departmental employees were invited to "trick or treat" at the ATIP Secretariat. Employees were provided information on services while walking through a hallway decorated with ghosts, then leaving with a treat containing more information. Additionally, two kiosks were organized in collaboration with our colleagues in Information Management.

This reporting period, the ATIP Secretariat delivered 30 awareness sessions on the *Access to Information Act* to 444 departmental employees in the National Capital Region and regional offices. With these numbers, the ATIP Secretariat achieved its goal of a 20% employee participation rate for the 2011-2012 fiscal year.

The internal website for the ATIP Secretariat was regularly revised with new tools and information. The website describes the ATIP Secretariat's roles and responsibilities and provides information on the *Access to Information Act* and related departmental policies and procedures.

6.0 Reporting

The Access to Information and Privacy Secretariat met its reporting obligations for the reporting period, by providing timely input to the Management Accountability Framework (MAF), the Departmental Performance Report (DPR), annual reports, and *Info Source*. The statistical report on the *Access to Information Act* was provided to the Treasury Board Secretariat. Additionally, the Department's annual reports on the administration of the *Access to Information Act* have been made available on the Internet site. Internally, situation and update reports were provided to the program areas on a regular basis.

This reporting period, the Office of the Information Commissioner (OIC) published a Special Report to Parliament entitled *Open Outlook, Open Access, 2009-2010 Report Cards*, the second in a series of three reports on the performance of institutions in responding to access to information requests. This report stated that Canadian Heritage implemented all the recommendations made by the OIC in the 2008-2009 Report Card. The final report of the series entitled *Measuring Up: Improvements and ongoing concerns in access to information 2008-2009 to 2010-2011* was published in May 2012.

Data in text format

Access to Information Act
Annual Report 2011-2012 (description for graphs)

4.2 Applicant Sources

Sources	Media	Academia	Business	Organization	Public
Requests	108	5	80	26	43

4.4a Completed Requests

Disposition	All disclosed	Disclosed in part	Nothing disclosed	No records exist	Transferred	Abandoned
Requests	64	108	4	49	9	31

4.4b Completed Requests

Timeframe	30 days	31 to 60 days	61 to 120 days	121 or more
Requests	159	17	34	55

4.6 Complaints and Investigations

Reporting Period	2008-2009	2009-2010	2010-2011	2011-2012
Complaints received	36	19	13	7

Ministère du Patrimoine canadien
Department of Canadian Heritage

Arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels
Access to Information Act and Privacy Act Delegation Order

En ma qualité de responsable du ministère du Patrimoine canadien et conformément à l'article 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je délègue aux titulaires des postes mentionnés à l'annexe ci-après, ainsi qu'aux personnes occupant à titre intérimaire lesdits postes certaines de mes attributions.

Le présent arrêté remplace et annule tout arrêté sur la délégation en vertu de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels antérieur.

Pursuant to Section 73 of the *Access to Information Act* and the *Privacy Act*, I, as head of the Department of Canadian Heritage, hereby designate the persons holding the positions set out in the schedule hereto, or persons occupying on an acting basis those positions, to exercise my powers and functions under these Acts specified opposite each position.

This Delegation Order supersedes all previous Access to Information Act and Privacy Act Delegation Orders.

Ministre du Patrimoine canadien et des Langues officielles
L'honorable James Moore

The Honourable James Moore
Minister of Canadian Heritage and Official Languages

_____
Date

Original Document Signed and Dated
Document original signé et daté

Annex 1.0

Powers and functions delegated pursuant to Section 73 of the *Access to Information Act* and the *Access to Information Regulations*

Delegation		**Position**			
		DM	**CS**	**ATIP/D**	**ATIP/DD**
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Act					
4(2.1)	Responsibility of government institutions	x	x	x	
7(a)	Notice where access requested	x	x	x	
7(b)	Giving access to record	x	x	x	
8(1)	Transfer of request to another government institution	x	x	x	x
9	Extension of time limits	x	x	x	x
11(2), (3), (4), (5), (6)	Additional fees	x	x	x	x
12(2)(b)	Language of access	x	x	x	
12(3)(b)	Access in an alternative format	x	x	x	
13	Exemption - Information obtained in confidence	x	x	x	
14	Exemption - Federal-provincial affairs	x	x	x	
15	Exemption - International affairs and defence	x	x	x	
16	Exemption - Law enforcement and investigation	x	x	x	
16.5	Exemption - *Public Servants Disclosure Protection Act*	x	x	x	
17	Exemption - Safety of individuals	x	x	x	
18	Exemption - Economic interests of Canada	x	x	x	
18.1	Exemption - Economic interests of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	x	x	x	
19	Exemption - Personal information	x	x	x	
20	Exemption - Third party information	x	x	x	
21	Exemption - Operations of Government	x	x	x	
22	Exemption - Testing procedures, tests and audits	x	x	x	
22.1	Exemption - Audit working papers and draft audit reports	x	x	x	
23	Exemption - Solicitor-client privilege	x	x	x	
24	Exemption - Statutory prohibitions	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Act					
25	Severability	x	x	x	
26	Exemption - Information to be published	x	x	x	
27(1), (4)	Third-party notification	x	x	x	x
28(1)(b), (2), (4)	Third-party notification	x	x	x	x
29(1)	Where the Information Commissioner recommends disclosure	x	x	x	
33	Advising Information Commissioner of third-party involvement	x	x	x	
35(2)(b)	Right to make representations	x	x	x	
37(4)	Access to be given to complainant	x	x	x	
43(1)	Notice to third-party (application to Federal Court for review)	x	x	x	
44(2)	Notice to applicant (application to Federal Court by third-party)	x	x	x	
52(2)(b), (3)	Special rules for hearings	x	x	x	
71(1)	Facilities for inspection of manuals	x	x	x	
72	Annual report to Parliament	x	x	x	

Delegation		Position			
		DM	CS	ATIP/D	ATIP/DD
Section	**Description**	**1**	**2**	**3**	**4**
Access to Information Regulations					
6(1)	Transfer of request	x	x	x	x
7(2)	Search and preparation fees	x	x	x	x
7(3)	Production and programming fees	x	x	x	x
8	Providing access to record(s)	x	x	x	
8.1	Limitations in respect of format	x	x	x	

Legend:

DM	Deputy Minister
CS	Corporate Secretary
ATIP/D	Director, Access to Information and Privacy Secretariat
ATIP/DD	Deputy Director, Access to Information and Privacy Secretariat

Annex 2.0

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Heritage

Reporting period: 4/1/2011 to 3/31/2012

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	262
Outstanding from previous reporting period	95
Total	357
Closed during reporting period	265
Carried over to next reporting period	92

1.2 Sources of requests

Source	Number of Requests
Media	108
Academia	5
Business (Private Sector)	80
Organization	26
Public	43
Total	262

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	11	46	3	1	0	0	3	64
Disclosed in part	2	19	13	33	15	11	15	108
All exempted	0	1	1	0	0	0	0	2
All excluded	0	1	0	0	0	0	1	2
No records exist	31	18	0	0	0	0	0	49
Request transferred	9	0	0	0	0	0	0	9
Request abandoned	13	8	0	0	2	2	6	31
Treated informally	0	0	0	0	0	0	0	0
Total	66	93	17	34	17	13	25	265

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	7	16(2)(a)	15	18(a)	1	20.1	0
13(1)(b)	4	16(2)(b)	0	18(b)	3	20.2	0
13(1)(c)	16	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	4	16(3)	0	18(d)	3	21(1)(a)	58
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	49
14(a)	9	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	15
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	4
15(1) - I.A.*	12	16.1(1)(d)	0	18.1(1)(d)	0	22	2
15(1) - Def.*	0	16.2(1)	0	19(1)	87	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	1	23	15
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	34	24(1)	4
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	0
16(1)(a)(iii)	0	16.5	0	20(1)(c)	5		
16(1)(b)	0	17	0	20(1)(d)	5		
16(1)(c)	1						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	10	69(1)(a)	5	69(1)(g) re (a)	10
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	1	69(1)(g) re (c)	20
68.1	0	69(1)(d)	5	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	14	69(1)(g) re (e)	16
68.2(b)	0	69(1)(f)	1	69(1)(g) re (f)	1
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	58	6	0
Disclosed in part	49	59	0
Total	107	65	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	2779	2513	64
Disclosed in part	40889	30580	108
All exempted	1181	0	2
All excluded	9	0	2
Request abandoned	2938	0	31

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	58	1064	5	759	1	690	0	0	0	0
Disclosed in part	40	897	48	10826	9	5652	11	13205	0	0
All exempted	1	0	0	0	0	0	1	0	0	0
All excluded	2	0	0	0	0	0	0	0	0	0
Abandoned	26	0	3	0	1	0	1	0	0	0
Total	127	1961	56	11585	11	6342	13	13205	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	3	1	0	7	11
Disclosed in part	95	21	0	14	130
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	9	15	0	4	28
Total	107	37	0	25	169

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
28	17	7	0	4

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	1	0	1
16 to 30 days	1	0	1
31 to 60 days	0	1	1
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	4	4
More than 365 days	8	13	21
Total	10	18	28

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	3
Disclosed in part	12	22	34	29
All exempted	1	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	4	3	6	3
Total	17	25	40	35

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	6	0	4	0
31 to 60 days	5	0	15	35
61 to 120 days	6	9	15	0
121 to 180 days	0	12	6	0
181 to 365 days	0	4	0	0
365 days or more	0	0	0	0
Total	17	25	40	35

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	255	$1,275	10	$50
Search	6	$590	7	$427
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	87	$1,218
Total	261	$1,865	104	$1,695

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	139	3423	2	550
Outstanding from the previous reporting period	1	23	0	0
Total	140	3446	2	550
Closed during the reporting period	139	3444	2	550
Pending at the end of the reporting period	1	2	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	66	31	1	0	0	0	0	98
Disclose in part	14	6	3	1	0	0	0	24
Exempt entirely	6	0	0	0	0	0	0	6
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	10	0	0	0	0	0	0	10
Other	0	1	0	0	0	0	0	1
Total	96	38	4	1	0	0	0	139

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	2	0	0	0	0	0	0	2
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	2	0	0	0	0	0	0	2

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	3	0
16 to 30	9	3
31 to 60	2	2
61 to 120	11	9
121 to 180	5	5
181 to 365	1	1
More than 365	1	1
Total	32	21

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$721,496
Overtime		$0
Goods and Services		$73,089
• Professional services contracts	$13,849	
• Other	$59,240	
Total		**$794,585**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	9.15	9.15
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.17	0.00	0.17
Students	0.00	0.00	0.00
Total	0.17	9.15	9.32